



Texas Facilities Commission Employment Opportunities

JOB Vacancy Notice: FY 22-17		
Business Title: Inventory and Store Specialist		State Classification: Inventory and Store Specialist II
Salary Group: A12	Salary: \$2,320.00-\$3,167.00 (Month) \$27,840.00-\$38,004.00 (Year)	Hours/Week: 8:00am-5:00pm, Mon.-Fri.
Location: 2826 North Beach Street Fort Worth, Texas 76111		
Posting Date: 11/03/2021	FLSA Status: non-exempt	Hours: 40
Closing Date: Open until filled	Shift Differential: N/A	Openings: 1
Division: Chief Operations		Program: Surplus-Fort Worth

Note: To apply for a state agency job with TFC, you must complete the electronic State of Texas Uniform Application for Employment through www.WorkInTexas.com.

- Must be able to work flexible hours during a legislative session and as needed.
- Due to the physical requirements of the position and the need to be onsite, this position is not eligible for work - from-home or telework.

JOB SUMMARY:

Performs complex (journey-level) inventory and/or retail sales/donation work. Work involves stocking, arranging, data entry, and transferring inventory; displaying property; and monitoring warehouse operations for compliance with established procedures. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- Operates forklift, pallet jack, and other heavy equipment.
- Assists customers (Donees); provides inventory information and loads purchases.
- Performs research for surplus property.
- Labels, prices, stores, and locates property received for donation
- Coordinates with supervisor and vendors to arrange prompt transportation of heavy equipment and other property (logistics).
- Assists with pick-ups and moves.
- Performs data entry and retrieval.
- Assists with performing inventory and compliance visits.
- Maintain records; complete paperwork.
- Operates State motor vehicles, including box and bobtail trucks, in order to perform some essential functions.
- Performs minor maintenance on surplus vehicles.
- May assist with trucks screening federal property and assists with property acquisition for program participants.
- May train others.
- Performs related work as assigned.

MINIMUM QUALIFICATIONS:

- Graduation from a standard senior high school or completion of GED.
- Two (2) years of experience in property accounting, warehousing, inventory management, or a related field.
- College education or technical training in a related field may be substituted for experience on a year-for-year basis.
- Valid State of Texas Class "C" driver's license.

KNOWLEDGE, SKILLS & ABILITIES:

- Skill in the use of forklifts, pallet jacks, and other heavy equipment.



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- Working knowledge of warehousing and inventory methods and procedures.
- Knowledge of inventory and stock control record keeping.
- Knowledge of reporting procedures.
- Skill in the use of personal computers and applicable programs, applications, and systems.
- Skill in the maintenance of record keeping and filing systems.
- Ability to review warehouse operations for compliance with established procedures.
- Ability to transfer stock from one location to another.
- Ability to operate a delivery vehicle.
- Ability to train others.
- Ability to communicate effectively, both orally and in writing.

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

This position requires the ability to stoop, bend, lift and stand for prolonged periods of time. Must be able to move 75 lbs. Must be able to work outdoors and in various weather conditions. Must be able to navigate uneven terrain and at various heights using ladders and lifts. Must be able to work flexible hours as needed.

Veterans: Use your military skills to qualify for this position and others at TFC. Go to www.texasskillstowork.com to translate your military experience, training, and formal education into civilian job terms, qualifications, and skill sets.

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 51C Acquisition, Logistics and Technology (AL&T) Contracting NCO, 70K Health Services Material, A0 Aviation Ordnancemean, 310X SC-Supply Corps Officer, SK Storekeeper, F&S Finance and Supply (Warrant), 0431 Logistics/Embarkation Specialist, 0402 Logistics Officer, 2G0X1 Logistics Plans, 20C0 Logistics Commander, or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Please call Human Resources at (512) 463-1717 with questions or for additional information.

Additional Military Crosswalk information can be accessed at
http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagementandProcurement.pdf

Incomplete applications will not be considered.

Conditions of Employment:

Initial screening is based on the Education and Experience minimum qualifications defined in the job posting. Interviewee selection is based on applicant information explaining how they meet each Competency (Knowledge, Skills and Abilities) requirement. Follow application instructions and fill out application form completely for further consideration.

If selected for interview, all veterans must provide a DD214 long form. Official transcripts or other minimum requirement validations will be requested at the time of interview.

As part of its employment process, TFC may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

Driver's record check will be conducted by the agency. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. CDL "Drivers" must consent to TFC's Drug and Alcohol Testing Policy against the illegal use of alcohol and drugs.

If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the local Texas Workforce Commission office.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Note: Any male between the ages of 18 and 25 must show proof of registration with the Selective Service System before he can be selected for employment with the Texas Facilities Commission.

WIT Job Number: 14903939

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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